

U.S. DEPARTMENT OF ENERGY  
Albuquerque Operations Office**REPORTING REQUIREMENTS CHECKLIST**

<b>1. PROGRAM/PROJECT TITLE</b>  Security System Services for the NNSA/NSO	<b>2. IDENTIFICATION NUMBER</b>  DE-RP52-05NA99344	
<b>3. PARTICIPANT NAME AND ADDRESS</b>		
<b>4. PLANNING AND REPORTING REQUIREMENTS</b>		
<div style="text-align: right; margin-bottom: 10px;"><u>Frequency</u></div> <b>A. General Management</b>  Management Plan (requires COR approval) Status Report Summary Report  <b>B. Schedule/Labor/Cost</b>  Milestone Schedule/Plan Labor Plan Facilities Capital Cost of Money Factors Comp. Contract Facilities Capital and Cost of Money Cost Plan Milestone Schedule/Status Labor Management Report Cost Management Report  <b>C. Exception Reports</b>  Conference Record Hot Line Report  <b>D. Performance Measurement</b>  Management Control System Description WBS Dictionary  Index Element Definition  Cost Performance Reports  Format 1 - WBS Format 2 - Function Format 3 - Baseline	<div style="text-align: right; margin-bottom: 10px;"><u>Frequency</u></div> <b>E. Financial Incentives</b>  Statement of Income and Expenses  Balance Sheet Cash Flow Statement Statement of Changes in Financial Position Loan Drawdown Report Operating Budget Supplementary Information  <b>F. Technical</b>  Notice of Energy R&D Project (Required with any of the following) Technical Progress Report (Annual Accomplishment Report) Draft for Review Final for Approval  Topical Report Final Technical Report  Draft for Review Final for Approval  Software Other (Specify):  <b>See Page 2</b>  <b>G. Environment, Safety &amp; Health</b>  (Specify)	
<b>5. FREQUENCY CODES</b>		
A - As Required C - Change to Contractual Agreement F - Final (end of effort) D — Daily	BM — Bi-Monthly M - Monthly O - Once After Award Q - Quarterly	S - Semi-Annually X - With Significant Changes Y - Yearly or Upon Renewal/Revision of Task Assignment
<b>6. SPECIAL INSTRUCTIONS (ATTACHMENTS)</b>		
Report Distribution List/Addresses Reporting Elements Due Dates within <b>20 days after reporting period unless noted</b>	Analysis Thresholds Work Breakdown Structure Other See Attached Reporting Requirements List	
<b>7. PREPARED BY</b>  <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; text-align: center;">_____ (Signature)</div> <div style="width: 45%; text-align: center;">_____ (Date)</div> </div>	<b>8. REVIEWED BY</b>  <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; text-align: center;">_____ (Signature)</div> <div style="width: 45%; text-align: center;">_____ (Date)</div> </div>	

## REPORTING REQUIREMENTS

The Contractor shall prepare and submit the following recurring plans and reports. NNSA/NSO reserves the right to request additional reports or to modify reports at any time. The Contractor shall be responsible for the development of some specialized reports.

### REPORT DISTRIBUTION LIST/ADDRESS AND REPORTING ELEMENTS

<u>REQUIREMENTS</u>	<u>FREQUENCY</u>
Foreign National Visitor Report	Monthly
Estimates of Requests for Q and L clearances	Quarterly
Badge Office Activity Report	Annually
Irregularity Reports	As necessary
Exercise Update	Monthly
Performance Indicators Program	Monthly & Quarterly
OPSEC Status Report	Quarterly
Emergency Preparedness	Annually
Information Security Oversight Report	Quarterly
State Industrial Insurance System (SIIS) Form C-3, Employer's Report of Industrial Injury	As necessary
DISCAS Cost Report	Monthly
Financial Plan Response	Bi-monthly
Contractor and Personnel and Industrial Report	As required
Annual Budget	Annual and as Required
Site Safeguards and Security Plan (SSSP)	Annually
Vulnerability Assessments (VA)	Annually
Material Control and Accountability (MC&A) Report	Quarterly
Quality Assurance Performance Task Plan	Annually

SF 1034 CERTIFIED SUMMARY SHEET - SAMPLE

Contract No: \_\_\_\_\_

Obligated:

Date of last obligation: Cost \$ \_\_\_\_\_  
Amount of last obligation: Fee \$ \_\_\_\_\_  
Cumulative Total Obligation: Total \$ \_\_\_\_\_

Period of Performance: \_\_\_\_\_

Costs	This Period	Cumulative
Direct Labor	_____	_____
Fringe Benefits @ ____%	_____	_____
Overhead	_____	_____
Nonexpendable Items	_____	_____
Materials/Supplies/Equip	_____	_____
Travel	_____	_____
Subcontract #1	_____	_____
Subcontract #2	_____	_____
Subcontract #3	_____	_____
Subcontract #4	_____	_____
Other Direct Costs	_____	_____
Adjustments (Explain)	_____	_____
 Total Direct Costs	_____	_____
General and Administrative	_____	_____
(G&A) @ ____%	_____	_____
 Total Costs & G&A	_____	_____
 Fee @ ____%	_____	_____
 Subtotal Cost and Fee	_____	_____
 TAX as applicable@ _____ %	_____	_____
 Total Cost and Fee	_____	_____
 Contractor's Portion	_____	_____
 Government's Share	_____	_____

CERTIFICATION: I certify that this voucher is correct and in accordance with the terms of the contract and that the costs included herein have been incurred, represent the payments made by the contractor except as otherwise authorized in the payment provisions of the contract, and properly reflect the work performed.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

### **LIST OF GOVERNMENT FURNISHED PROPERTY**

It is anticipated that all on-site facilities and equipment will be Government furnished.  
Administrative office space will be furnished by the Government. See Section H.04.

## DOE DIRECTIVES AND OTHER DOCUMENTS

### DOE DIRECTIVE , TITLE, AND DATE\*

1. DOE O 142.3, Unclassified Foreign Visits and Assignments Program, 6-18-04
2. DOE O 200.1, Information Management Program, 9-30-96
3. DOE M 200.1-1, Telecommunications Security Manual, 3-1-97
4. DOE O 203.1, Limited Personal Use of Government Office Equipment Including Information Technology, 1-7-05
5. DOE N 205.3, Password Generation, Protection, and Use, 11-23-99  
DOE M 205.1-1, Incident Prevention, Warning, and Response (IPWAR) Manual, 9-30-04
6. DOE M 360.1-1B, Federal Employee Training Manual, 10-11-01
7. DOE O 414.1B, Quality Assurance, 04-29-04
8. DOE G 414.1-2, Quality Assurance Management System Guide, 06-17-99
9. DOE M 452.4-1A, Protection of Use Control Vulnerabilities and Designs, 3-11-04
10. DOE O 461.1A, Packaging and Transfer or Transportation of Materials of National Security Interest, 4-26-04
11. DOE P 470.1, Integrated Safeguards and Security Management Policy, 5-8-01
12. DOE O 470.1, Safeguards and Security Program, 9-28-95, (Change 1, 5-21-96)
13. DOE M 470.1-1, Safeguards and Security Awareness Program, 10-2-02
14. DOE O 470.2B, Independent Oversight and Performance Assurance Program, 10-31-02
15. DOE O 471.1A, Identification and Protection of Unclassified Controlled Nuclear Information, 06-30-00
16. DOE M 471.1-1, Identification and Protection of Unclassified Controlled Nuclear Information Manual, 6-30-00 (Change 1, 10-23-01)
17. DOE O 471.2A, Information Security Program, 3-27-97
18. DOE M 471.2-1B, Classified Matter Protection and Control Manual, 1-6-99
19. DOE M 471.2-1C, Classified Matter Protection and Control Manual, 7-14-04
20. DOE M 471.2-2, Classified Information Systems Security Manual, 8-3-99
21. DOE M 471.2-3A, Special Access Program Policies, Responsibilities, and Procedures, 7-11-02
22. DOE O 471.3, Identifying and Protecting Official Use Only Information, 4-9-03
23. DOE M 471.3-1, Manual for Identifying and Protecting Official Use Only Information, 4-9-03
24. DOE O 471.4, Incidents of Security Concern, 3-17-04
25. DOE O 472.1C, Personnel Security Activities, 3-25-03
26. DOE M 472.1-1B, Personnel Security Program Manual, 07-12-01
27. DOE O 473.1, Physical Protection Program, 12-23-02
28. DOE M 473.1-1, Physical Protection Program Manual, 12-23-02
29. DOE O 473.2, Protective Force Program, 6-30-00
30. DOE M 473.2-2, Protective Force Program Manual, 6-30-00 (Change 1, 12-20-01)
31. DOE M 473.2-1A, Firearms Qualification Courses Manual, 1-17-02
32. DOE N 473.9, Security Conditions, 7-8-04
33. DOE O 474.1A, Control and Accountability of Nuclear Materials, 11-20-00

34. DOE M 474.1-1B, Manual for Control and Accountability of Nuclear Materials, 6-13-03
35. DOE M 474.1-2A, Nuclear Materials Management and Safeguards System Reporting and Data Submission, 8-19-03
36. DOE M 475.1-1A, Identifying Classified Information, 2-26-01
37. Technical Surveillance Countermeasures Procedural Manual, 10-94
38. DOE O 551.1B, Official Foreign Travel, 08-19-03

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\*Most current version will be applicable and may be found on <<http://www.directives.doe.gov>>